



HOW TO APPLY FOR A PARCEL MERGER

WHEN IS A PARCEL MERGER REQUIRED?

Parcel mergers are required where two or more adjacent parcels, are merged to create one parcel. All parcels must be under common ownership and title must be held in a similar manner for each parcel.

WHAT IS ITS PURPOSE?

Review of parcel mergers helps ensure that the parcels resulting from the will comply with local zoning and building regulations.

WHAT DOES IT COST?

The initial application fee for a Parcel Merger is a \$1,500 deposit to be used for cost of staff review time and materials (no maximum), billed on a monthly basis [See Planning Fee Schedule].

WHO APPROVES A PARCEL MERGER?

The Planning Director will approve or deny the lot line adjustment, or refer it to the Planning Commission for a decision.

WHAT ARE THE STEPS?

1. Make an appointment with the Development Services Engineer to determine which regulations apply to your project and what materials you need to provided.
2. Submit a completed application signed by effected property owners and required materials to the Planning Division. (See instructions on reverse side.)
3. Within 30 days of submittal of application, the Development Services Engineer will notify you whether your application is complete or additional information or revised plans need to be submitted.
4. A Lot Line Adjustment approval is finalized by the owner(s) and is reflected in a deed or a notice of lot line adjustment, which is recorded.

HOW LONG DOES APPROVAL TAKE?

Approval usually takes 4 to 6 weeks after an application is deemed complete. **[NOTE:** Indicated processing times **do not** include time needed by applicant to revise and resubmit plans nor does it cover any additional processing time required to take a project to Planning Commission, if needed.]

**DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT
Planning Division**

PARCEL MERGER APPLICATION INSTRUCTIONS

SUBMITTAL REQUIREMENTS

- ☐ **A. COMPLETED APPLICATION** signed by all affected property owners.
- ☐ **B. A PLAT AND LEGAL DESCRIPTION** describing the resultant parcel after the merger, signed by a registered civil engineer or licensed land surveyor
- ☐ **E. RECENT TITLE REPORT**, or other proof of ownership (one copy), for each affected parcel.

ADDITIONAL REQUIREMENTS PRIOR TO FINAL APPROVAL

- A. A reproducible linen or polyester film at least 3-mil thickness, lot line adjustment map with the owners signatures executed in black permanent ink.
- B. A properly executed Notice of Lot Line Adjustment, recorded with the County Recorder, with a certified copy submitted. The City will prepare and record this Notice of Lot Line Adjustment.
- C. A certificate from a title company stating that all outstanding liens have been reconciled with the adjusted property boundaries.
- D. If the properties are within a local improvement district or maintenance district, either all outstanding assessments shall be paid, or an amended assessment diagram submitted for recordation.

After final approval a certified copy of the recorded lot line adjustment shall be filed with the Planning Director. If the lot line adjustment is not a matter of record within one year of approval, the approval shall expire.